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**Transportation Planning Division  
State and Regional Planning  
May 2007**

**Scope of Work: I-19 Frontage Road Study ( North and Southbound)**

**Statement of Need:**

The Arizona Department of Transportation (ADOT), Transportation Planning Division (TPD), will be conducting a study of the I-19 Frontage Roads (North and Southbound). The Study will recommend a program of improvements on the existing frontage road alignments within the identified boundaries and will also examine multimodal needs and opportunities that address related deficiencies on the frontage road system.

**Study Area:**

A map depicting the study area described below is included as Attachment A.

The study area will encompass the following roadway:

<b>Route</b>	<b>Termini</b>
I-19	Entire length (frontage roads north and south)

The I-19 Frontage Road Study shall be conducted in compliance with federal guidelines presented in SAFETEA-LU sections 6001 and 6002. The Study shall not require the preparation of any documents in compliance with the National Environmental Policy Act (NEPA). However, the Studies shall be conducted in accordance with NEPA principles and with the ADOT Environmental Overview Guidelines that are included herein as Attachment B.

A consortium of firms under contract with the ADOT Communication and Community Partnerships Division (CCP) shall have primary responsibility for public involvement tasks associated with the Study. The Contractor shall participate in the development of a Public Involvement Plan, in cooperation with a Study Team that, in addition to the Contractor, includes the ADOT project manager, a CCP staff member, and a representative of the CCP public involvement consortium.

A technical advisory committee (TAC) will be formed to provide technical guidance to the Study.

### **Study Objectives:**

The objectives of the Study include, but are not limited to, the following:

- Identification of current and future (2017 and 2030) conditions on existing frontage roads system within the specific study area.
- Identification of needs and deficiencies on existing frontage roads system within the specific study area.
- Identification of needed improvements along the I-19 frontage roads within the specific study area.
- Development of a program of improvements to existing frontage roads system within the specific study area.

### **Project Tasks:**

The Contractor shall be responsible for the following tasks.

#### **Task 1: Refine Work Plan**

1. In consultation with ADOT Project Manager, present a detailed Work Plan for review and comment by the TAC. The Work Plan shall include, at a minimum, a detailed description of Study tasks, a revised project schedule with staffing, and a detailed study area map.

#### **Task 2: Document Existing and Future Conditions**

1. Describe existing conditions in the study area. These will include, but not be limited to: an inventory of current land use patterns, land ownership, travel data, traffic count data (ADT), access management, roadway conditions, crash history and rates, right-of-way, multimodal transportation use, socioeconomic characteristics, and characteristics of the physical, natural, and cultural environment. Whenever possible, data will be obtained through existing sources.

2. Forecast future conditions in the study area for the horizon years 2017 and 2030. These will include, but not be limited to: an inventory of current land use patterns, land ownership, travel data, access management, roadway conditions, crash history and rates, right-of-way, multimodal transportation use, socioeconomic characteristics, and characteristics of the physical, natural, and cultural environments. Whenever possible, data will be obtained through existing sources.

**Task 3: Deficiencies in the Study Area**

1. Perform a needs analysis of frontage road system within the study area and identify deficiencies.
2. Perform a needs analysis of the frontage road system as it relates to multimodal transportation (public transportation, bicycles, and pedestrians) using generally accepted planning criteria and existing databases.

**Task 4: Program of Projects**

1. Develop a list of proposed improvement projects to the existing frontage road system.
2. Using generally accepted planning criteria and existing databases, identify opportunities to address multimodal deficiencies.

**Report Requirements:**

The Contractor shall provide all deliverables to include reports and all collected data to the Project Manager. The Contractor shall be responsible for making any modifications to the reports and data upon review of the drafts by the Project Manager. In addition, the Contractor is responsible for the following.

Working Papers: shall be submitted to the Project Manager, in a mutually agreed upon format.

- Working Paper 1: Existing and Future Conditions
- Working Paper 2: Deficiencies in the Study Area
- Working Paper 3: Program of Improvements

Final Report: The Final Report shall contain the data and explanatory narrative sufficient to document the Study's goals, scope, methods used in the research, activities and issues, results, recommendations and all other requirements specified in this Solicitation. A copy of the Report in a CD format will be provided for each TAC member, five CD and hard copies of the Final Report shall be delivered to the project manager.

Executive Summary: The Executive Summary will condense the major findings of the study into a brief document suitable for quick review. A copy of the Executive Summary in CD format will be provided to each TAC member, five CD and hard copies of the Executive Summary shall be delivered to the project manager.

Monthly Progress Reports: At a minimum, these reports shall summarize work to date, problems encountered, proposed solutions, milestones accomplished from the work plan and work to be accomplished.

Invoices: Invoices shall be submitted to the Project Manager upon completion of milestones mutually agreed upon by the consultant and the ADOT project manager. Payment will be made upon completion of each milestone and approval of the ADOT project manager . Ten (10) percent of the consultant's billing will be withheld, pending official acceptance of the final report. Suggested milestones are as follows:

- Completion and approval of the work plan
- Delivery of draft Working Paper 1
- Final approval of Working Paper 1
- Delivery of draft Working Paper 2
- Final approval of Working Paper 2
- Delivery of draft Working Paper 3
- Final approval of Working Paper 3
- Delivery of the draft Final Report
- Final approval of the Final Report and overall study requirements
- Completion of tasks related to each round of open houses

### **Responsibilities:**

In addition to the tasks and deliverables described in this document, the **consultant** will be responsible for:

- Participating as a member of the study team in developing all materials used in public involvement activities, to include but not be limited to: public meetings, forums, and stakeholder meetings.
- Providing the technical information needed to produce materials for all outreach activities.
- Taking minutes of all TAC meetings.
- Attending meetings with the TAC, stakeholders, the public, and others as needed to perform the study tasks.

In general, the **consortium** will be responsible for:

- Participating as a member of the study team in developing all materials used in outreach activities, to include but not be limited to: public meetings, forums, and stakeholder meetings.

- Producing materials for outreach activities. Draft materials will be submitted to the ADOT project manager for review and approval a minimum of ten days prior to each public meeting.
- Scheduling meetings
- Contracting for meeting locations.
- Developing meeting notices. Draft materials will be submitted to the ADOT project manager for review and approval a minimum seven days prior to publication deadlines.
- Maintaining a mailing list for the distribution of announcements for public meetings. Handling the mailing and/or e-mailing of the announcements.
- Developing and placing newspaper ads, if needed. Draft materials will be submitted to the ADOT project manager for review and approval a minimum of seven business days prior to publication deadlines.
- Taking minutes of all public meetings and stakeholder meetings/interviews.
- Providing relevant data and materials for inclusion in the *Stakeholder Outreach Summary Report*. The report will include any advertisements and press releases distributed prior to the mailings, mailing list, handouts, comments received at each meeting, and associated responses to each comment.

In general, the **ADOT project manager** will be responsible for:

- Participating as a member of the study team in developing all materials used in public involvement activities, to include but not be limited to: public meetings, forums, and stakeholder meetings.
- Overall management of the study, including the review and final approval of all materials produced by the study.
- Coordinating with the study team regarding all aspects of the outreach process.
- Providing technical input and administrative guidance, as needed, to the study team.
- Communicating with the TAC regarding meetings, review of working papers, etc.

**The Study shall be considered complete upon approval of the Arizona Department of Transportation.**

## **ATTACHMENT B**

### **ENVIRONMENTAL OVERVIEW FEASIBILITY REPORT/CORRIDOR STUDY**

#### Environmental Overview

An Overview is utilized for corridor studies or feasibility reports for which no project is programmed in the Five-Year Plan and no project can be reasonably forecasted to enter the Five-Year Plan in the short term (2-4 years). The environmental overview is not a stand-alone document, but is a component of the Feasibility Report or Corridor Study.

#### Objective of Environmental Overview

To: describe the social, economic, and environmental character of the study area;  
identify potential “fatal flaws,” obstacles, issues associated with the study area; and  
evaluate the study area alternatives.

The components of description, identification, and evaluation should be incorporated in the following or similar format:

#### **I. INTRODUCTION**

Purpose of Overview

#### **II. AFFECTED ENVIRONMENT**

##### **A. Physical and Natural Environment**

1. Topography/physiology (land form, drainages)
2. Vegetation (type, general species listing)
3. Biology (expected general species)
  - a. Threatened, endangered & sensitive species
  - b. Wildlife movement corridors
4. Hydrology (floodplains, water quality)
5. Noise (receptors)
6. Air Quality (attainment/non-attainment)
7. Hazardous Materials (PISA)
8. 4(f) (cultural resources, parks, recreation, refuges)

Note: 4(f) applies to federal funds only

##### **B. Socioeconomic Environment**

1. Land Use ( land ownership, residential , commercial, neighborhoods, undeveloped, grazing, etc.)
2. Socioeconomics (employment, etc.)
3. Title VI/Environmental Justice
4. Right-of-Way (existing)
5. Utilities

### C. Cultural Resources

Historic/Prehistoric (records, literature review)

## III. ENVIRONMENTAL CONCERNS

### A. Physical and Natural Environment

1. Land Form (visual, forested, mountainous, flat, drainages, etc.)
2. Sensitive Species/Habitat (vegetation, wildlife, T&E, riparian etc.)
3. Water Quality (wetlands, 404, 401, 402)
4. Hazardous Materials (PISA recommendations)
5. 4(f) (cultural resources, parks, recreation, refuges)

### B. Socioeconomic

1. Relocations (residential/commercial)
2. Land-Use Change/Employment Impacts/Access
3. Title VI/Environmental Justice
4. R/W Acquisitions (comparative acreage)
5. Neighborhood/Community

### C. Cultural Resources

Historic/Prehistoric (recommendations for Class II representative sample survey or Class III-intensive field survey)

## IV. CONCLUSION

Objective conclusion regarding appropriateness of the study area alternatives and future project programming.

May provide an evaluation for the corridor or alignment that results in a preferred or recommended project.

Note: When the project is programmed, or forecasted to be programmed within a reasonable timeframe, the NEPA process will be required for environmental clearance

Recommendations for further investigations may also be made.

## V. CONSULTATION/COORDINATION

- A. Coordination (letters, agency meetings, etc.)
- B. Public Involvement (public meetings, newsletter, survey).

No public hearing(s) would occur, as the hearing activity is a component of the NEPA process and the Environmental Overview is not a NEPA document.

### Level of effort for (II) Affected Environment:

Define/describe existing conditions through:

- 1) agency coordination letters, meetings;
- 2) map review;
- 3) literature review;
- 4) windshield survey;
- 5) public information meetings.

No field survey for cultural resources should occur.

A site visit may be required to assess potential habitat for TES species.

Corps of Engineers jurisdictional determination survey may be requested and included.

Technical noise analysis or air quality analysis would not occur.

Noise analysis should be limited to noting numbers, type, and general location of receptors.

Air quality analysis should note whether a project is in an attainment/non-attainment area and any special federal, state, or local regulations that would apply to the study area.

### Level of effort for (III) Environmental Concerns and IV Conclusion:

Identify issues, potential impacts or “fatal flaws,”

no subjective analysis, only objective documentation, and

the document may utilize a matrix to compare/contrast alternatives and summarize information.



As the environmental overview is not a NEPA document or environmental approval document, and no actual project is programmed, the analysis should avoid using terms such as significant, substantial, major, minor, etc.

No formal Section 106 consultation would occur.

Determination of effort or eligibility for cultural resource sites would not occur, unless the information was existing (i.e., known National Register eligible site).

Section 7 Consultation (T&E species) would not occur, as Section 7 is project or action specific.

Section 404, 401, or 402 permits would not be obtained, but identified as to potential type(s) of permit that may be required.

Section 4(f) determination would not occur, but identified as to potential.